

Doug Kulmacz, Director
Volunteer & Recreation Services Unit
DOC 24 Wolcott Hill Road
Wethersfield CT 06109
PH: 860.692.7580
FAX 860.692.6263
doug.kulmacz@po.state.ct.us

Thank you for your interest in opportunities for Volunteers, Interns or Professional Partners with the Connecticut Department of Correction (DOC).

Volunteers, interns & staff from correctional support organizations contribute significantly to public safety & the enrichment of recovery, restoration & re-entry services.

Citizen involvement supplements programs & helps to diversify and strengthen institutional activities. Your contribution can make a difference!

For detailed information about Correctional citizen involvement activities, please review our Handbook for Volunteers, Interns & Professional Partners which reflects the Mission and Goals of the DOC and the Volunteer and Recreation Services Unit specifically. Please review the information in The Handbook very carefully. If you are approved to participate in programming, you will be required to conform to policies, procedures & guidelines described therein to maintain both program integrity and your safety & security.

For more information, please review the roles illustrated in the Directory attached, or use the internet to further explore the organization and resources of the CT/DOC at www.ct.gov/doc. When you are comfortable with making a commitment to support staff and inmate services, please take a few moments to compose a brief motivational statement describing why you want to be part of this program at the location you've selected.

Please mail your completed (legible) VIP Application Form with your motivational statement to one of our designated DOC VIP Coordinators. You will find a listing of the names, addresses for our network of designated VIP Coordinators, enclosed.

Your application will be reviewed/screened for suitability by facility staff. If you are recommended for approval, you will be required to participate in a Safety & Security Orientation. Those completing this process will receive an Official Photo-Identification Card.

Good Luck and Best Wishes!

Doug Kulmacz, Director
DOC Volunteer & Recreation Services
24 Wolcott Hill Road
Wethersfield CT 06109
PH: 860.692.7580
FAX 860.692.6263
DOC Web: www.ct.gov/doc

DIRECTORY OF OPPORTUNITIES for Citizen Involvement In Correction

Doug Kulmacz, Director
DOC Volunteer & Recreation Services
24 Wolcott Hill Road
Wethersfield CT 06109
www.ct.gov/doc

The ABC's of Corrections for VIPs Volunteers, Interns & Professional Partners

- **Addiction Services;**
- **Basic Educational Services; and**
- **Chaplaincy Services.**



“The ABC’s of Correction”

ADDICTION SERVICES

Alcoholics Anonymous/Narcotics Anonymous: Service providers are needed to lead Open Book, Panel & Step Meetings. Qualified sponsors, speakers & individuals with familiarity with AA or NA 12-Step Programming are encouraged to apply.

Adult Children of Alcoholics (ACOA) , Ala-Teen, Cocaine Anonymous, Gamblers Anonymous, Parents Anonymous, & “Overcomers”: Qualified service providers with experience to strengthen or broaden recovery Step Programming are needed in most locations.

Self-Help Programs: VIPs with resources & experience in organizing and facilitating self-help activities are encouraged to offer their expertise to staff in our efforts to diversify opportunities for inmates in all institutions & centers.

BASIC EDUCATIONAL SERVICES

Alternatives to Violence Project: The AVP Project is a multi-cultural organization of volunteers offering experiential workshops that empower individuals to re-channel anger, aggression & free themselves from violence. Volunteers must believe that there is a power for peace and good in

everyone and that this power has the ability to transform violence. AVP builds upon a spiritual base of respect and caring for self and others.

Artists In Residence: In this role, artists introduce inmates to the value of visual arts – drawing, painting & sculpture as well as poetry, creative writing & ‘expressive arts therapy’. Some inmates are ‘beginners’ others are highly advanced. These activities may be collaborated with the CPA Prison Arts Program or offered by unaffiliated artists or groups. Donations of arts & crafts supplies are welcome.

Clerical/Administrative Support: VIPs may assist agency staff with filing, building mailing lists, making labels, copying documents, typing reports, conducting research, networking with local resource providers, and assisting with the screening and training process for new VIPs.

Community Services: VIPs may be needed in Parole Offices, Halfway Houses & community-based programs to help organize activities for inmates returning to the community, such as life skills, mentoring, family counseling, housing & job referrals or AA/NA fellowship.

Health Education: VIPs may help organize education & prevention support groups through the CPA-Beyond Fear Program or UCONN’s Correctional Managed Health Care Unit.

Hospice: Hospice trained volunteers may work with facility-based Hospice Programs at MacDougall CI (Suffield), Osborn CI (Somers) and York CI (Niantic).

Internships: Non-stipend internship opportunities are available where supervision by qualified, professional staff is available. Daytime hours preferred. Mature, dependable interns are encouraged to participate in program cross-training to learn to organize & conduct inmate groups like ‘Thinking for a Change’, PEP, Thresholds Beyond Fear, VOICES-Victim Services or other groups (some more fully described in this section).

Literacy Volunteers: VIPs who have been trained to utilize LVA’s methods and materials are encouraged to mentor & support inmates functioning as ‘peer tutors’ in correctional school settings. LVA training can be facilitated by calling any of Connecticut’s numerous affiliate organizations.

Mentors for Children of Prisoners: Qualified mentors are needed by numerous community-based agencies to support children with a parent in prison. If you are interested in becoming a mentor for children with a 70% greater risk of becoming incarcerated than kids without a parent in prison/jail call the Governor’s Prevention Partnership for more information about opportunities.

Mini-Course Instructors: VIPs with an ability to teach or organize ‘continuing education’ activities, especially in the areas of parenting, arts & crafts, hobby clubs, business affairs or fitness/wellness are encouraged to draft a curriculum or course objectives. Such classes may be one time seminars or limited to a number of weeks, or scheduled as needed to fully cover course goals. RSVP & SCORE volunteers (retired executives) welcome.

Parenting/Family Aides: VIPs are needed to promote family awareness & parenting skills. Some may be able to assist inmate's families by helping them to learn to cope with loss of income & promote involvement in community based mentoring services. VIPs assist staff in the operation of Family Visitor Centers at Osborn CI and Niantic CI or help to strengthen or initiate Family Support Services in most facilities. Some Volunteers may be qualified for training to serve as mentors for Youthful Offenders incarcerated at MYI (boys) or York CI (girls).

PEP-People Empowering People: PEP and the Epiphany Mentor Project are activities sponsored by UCONN's Haddam Office Field Service Educator, Cherry Czuba. PEP volunteers are trained to facilitate inmate's self-development goals and mobilize volunteer presenters to enrich inmate groups. Epiphany (faith-based) mentors develop resources for women leaving York CI & returning home.

Professional Partners: Professional Partners, including DOC Research Associates, GED Examiners, DOC Contracted Programs or employees of correctional support agencies can complete the VIP application process and be provided a Safety & Security Orientation and VIP-Identification Card, facilitating visits to institutions or field components. These 'partners' are highly valued & their work in facilities is coordinated through a systemwide e-data base.

Recreation Specialists: If you have experience coaching or facilitating sports, aerobics, yoga, meditation or other fitness/wellness 'dis-ease prevention' activities you may be able to assist Recreation Supervisors in structured programs for inmates. VIPs are also needed to oversee inmates with gardening, grounds beautification or green house projects. Help is also welcome to enhance inmate newsletters & to update facility visitor's kiosks. Those able to organize chess, dominos, checker & card tournaments or other passive recreational activities are also welcome.

Thresholds: Cheshire Thresholds is an all volunteer organization which trains volunteers to teach inmates decision-making and problem-solving skills. Threshold's volunteers conduct weekend training sessions twice each year to orient new Volunteers to a program manual and instructional resources. Volunteers are asked to support three 12-week cycles or about 100hrs per year in the Cheshire/New Haven area. Limited scheduling is available at the York women's facility in Niantic.

Tutors & Sponsors: Tutors and/or sponsors may work with correctional teachers or counselors to help inmates with special challenges. Some may help to improve inmate's abilities to read, write and learn. Those with ESL (English as a Second Language) training are especially needed. Some sponsors may work with inmates with 'special needs' who often lack visits or regular contact from the outside community.

VOICES/Victim Services: VIPs are needed to help program counselors organize sensitivity groups for inmates to make them aware of the negative impact of crime on individuals, families and the community. VOICES is an acronym for Victim-Offender Institutional Corrective Education Services.

CHAPLAINCY SERVICES

Alpha Mentors: Alpha Mentors are faith-based volunteers organized & trained by religious Program Leaders to help inmates develop a greater understanding of the role of God & religion in their daily lives.

Amachi/Family Friends: This is an activity for organized faith-based volunteer groups who may 'partner' with the DOC to mobilize community-based mentors for children with an incarcerated parent. This program provides a unique opportunity for religious groups to develop mentor activities benefiting very special children as well as developing support for inmate's families preparing for reunification.

Prayer Group Leaders: Qualified faith group leaders are invited to assist correctional Chaplains in the formation of prayer groups and spiritual fellowship activities.

Special Services: Groups of volunteers in organized ministries, such as Alpha Mentors, Prison Fellowship, KAIROS or Emmaus may work with Chaplains to offer inmates retreats or special services, including life-skills seminars from a faith-based perspective.

Spiritual Studies: Religious volunteers are needed to work with Chaplains and Volunteer Clergy to broaden and develop inmates' understanding of their faith and its traditions. Volunteers are encouraged to develop a proposed syllabus/course outline which may include having interested inmates read religious literature with follow up discussion.

Worship Services: Ordained clergy are encouraged to volunteer to assist correctional Chaplains in the provision of Protestant, Catholic, Muslim, Jewish, Native American & other organized services for inmates on a regular schedule.

Directory of DOC VIP Coordinators

Central Office: Doug Kulmacz, Director doug.kulmacz@po.state.ct.us
 24 Wolcott Hill Road, Wethersfield, CT 06109 Telephone: 860. 692.7580 FAX: 860. 692.6263

| |
|-----------------------|
| North District |
|-----------------------|

| | | |
|----------------------------------|--|------------------------------------|
| Bergin CI | Calma Frett, Correctional Counselor 251 Middle Tpke., Storrs, CT 06268 | 860. 487.2841 FAX 860. 487.2764 |
| Brooklyn CI | Sarah Chesters, Correctional Counselor 59 Hartford Road, Brooklyn, CT 06234 | 860. 779.4521 FAX 860. 779.2210 |
| Enfield CI | Latonya Bowman, Correctional Counselor POB 1500, Enfield, CT 06082 | 860. 763.7353 FAX 860. 763.7350 |
| Hartford CC | Alan Kapitzke, Recreation Supervisor 177 Weston St., Hartford, CT 06120 | 860. 240.1800 FAX 860. 566.2725 |
| MacDougall/ Walker CI | Marc Cooper, Correctional Counselor POB 6490, Suffield, CT 06080 | 860. 627.2104 FAX 860. 627.2144 |
| Northern CI | Robert Bernd, Chaplain POB 665, Somers, CT 06071 | 860. 763.8600 FAX 860. 763.8651 |
| Osborn CI | Larry Gillman, Correctional Counselor POB 100, Somers, CT 06071 | 860. 814.4600 FAX 860. 814.4982 |
| Robinson CI | Janet Faccinto, Chaplain POB 1400, Enfield, CT 06082 | 860. 763.6387 FAX 860. 253.8645 |
| Willard-Cybulski CI | Edward Brown, Correctional Counselor 391 Shaker Road, Enfield, CT 06082 | 860. 763.6536 FAX 860. 763.6521 |

| |
|-----------------------|
| South District |
|-----------------------|

| | | |
|-----------------------------------|---|------------------------------------|
| Bridgeport CC | Nicole Thibeault, Correctional Counselor 1106 North Avenue, Bridgeport, CT 06604 | 203. 579.6131 FAX 203. 579.6693 |
| Cheshire CI | Dave Trapasso, Counselor-Supervisor 900 Highland Avenue, Cheshire, CT 06410 | 203. 250.2664 FAX 203. 250.2705 |
| Corrigan/ Radgowski CI | Charlene Baskerville, Office Manager 982-986 Norwich-New London Tpke./Rte 32 Uncasville, CT 06382 | 860.848.5037 FAX 860.848.5842 |
| Garner CI | Mary Dunn, Volunteer Programs Manager POB 5500, Newtown, CT 06470 | 203. 270.2832 FAX 203. 270.2828 |

| | | | |
|--------------------------|--|-----|--------------------------------|
| Gates CI | Rob't.' Mike' Smith, Corr. Treatment Officer 131 N. Bridebrook Rd., Niantic, CT 06357 | FAX | 860. 691.4717 860. 691.4797 |
| Manson Youth Institution | Jeff Pacelli, Corr. Treatment Officer 42 Jarvis Street, Cheshire, CT 06410 | FAX | 203. 806.2500 203. 699.1845 |
| New Haven CC | Scott Thomas, Recreation Supervisor 245 Whalley Avenue, New Haven, CT 06530 | FAX | 203. 974.4111 203. 974.4167 |
| York CI | Larry Nickollof, Correction Counselor (West Side/Max Sec.- East Side/Min. Sec.) 201 West Main St., Niantic, CT 06357 | FAX | 860. 691.6700 860. 691.6752 |

Parole-Community Services Division:

| | | | |
|-------------------|---|-----|----------------------------------|
| Hartford Office | 298 Sheldon Street, Hartford Contact: Rebecca Fleming | FAX | 860.566.1104x303 860.566.3765 |
| New Haven Office | 50 Fitch Street Contact: Dennis Linder | FAX | 203.389.1554 203.389.1592 |
| Waterbury Office | 95 Scovill Street, Waterbury Contact: Gary Barwikowski | FAX | 203.806.6670 203.755.49.18 |
| Bridgeport Office | 1052 North Avenue Contact: Terri Williams | FAX | 203.579.6122 203.579.6871 |

Contracted Volunteer Affiliates:

| | | |
|------------------------------------|--|--------------|
| Family ReEntry Inc. | Steve Lanza, Exec. Director 9 Mott Avenue, Suite 104 Norwalk CT 06850 | 203.838.0496 |
| Cheshire Thresholds | Bob or Barbara Sireno POB 504 Cheshire CT 06410 | 203.272.5028 |
| Community Partners In Action, Inc. | Deborah Rogala Resettlement Program Mgr. 110 Bartholomew Avenue Hartford CT 06106 | 860.522.7400 |
| Community Partners In Action, Inc. | Jeffrey Greene Prison Arts Program Mgr. 110 Bartholomew Avenue Hartford CT 06106 | 860.722.9450 |

| | | |
|------------------------------------|---|--------------|
| UCONN/PEP (& Epiphany Mentors) | Cherry Czuba People Empowering People & Aftercare Women's Mentor Project POB 70 Haddam CT 06438 | 860.345.4511 |
| Expressive Arts Therapy | Marcelyn Dallis-Jones 65 Main Street Norwich CT 06360 | 860.889.2413 |

DOC "VIP Coordinators" are designated to serve as liaisons to the community. When you call a facility Volunteer Coordinator s/he may be assigned to another post/position. Please keep in mind that telephones are located out of reach of inmates. If no one answers, you are welcome to call again, or take a few moments to write. Be persistent, but polite.

Completed application materials should be mailed directly to a "Volunteer Coordinator"
(See: Directory).

Designated program supervisors will arrange interviews, background screening & your overall evaluation as a potential correctional volunteer. After being interviewed by a facility Volunteer Supervisor, your application materials will be forwarded to the Director of Volunteer Services.

All applicants will receive a letter of approval or denial from the Director of Volunteer & Recreation Services Unit.

If you have any questions or require additional information, please contact:

Doug Kulmacz, Director of the Volunteer & Recreation Services Unit
Department of Correction, 24 Wolcott Hill Road
Wethersfield, CT 06109

THANK YOU!